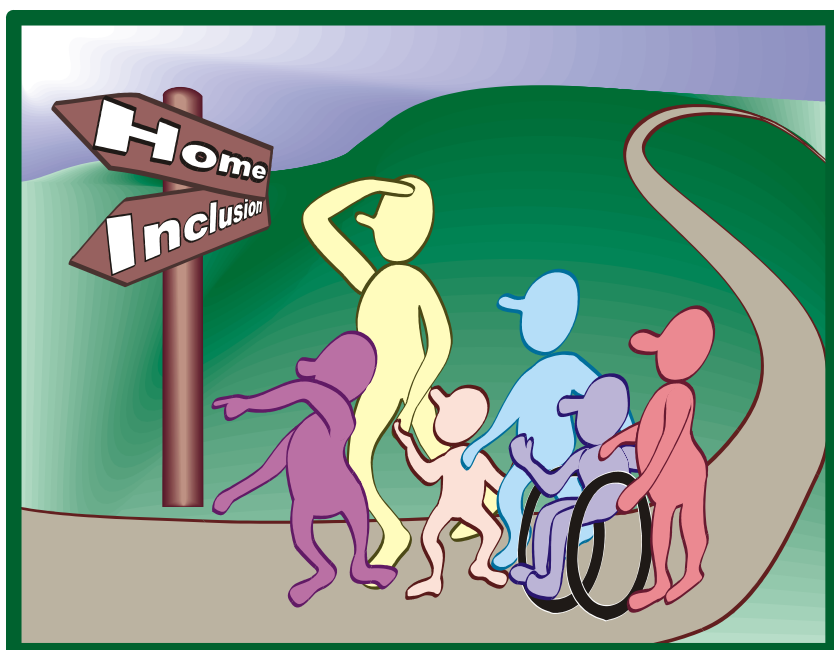


Information and Tools for RFP Package 2005C

For use in developing a DD Council grant proposal from RFP 2005C

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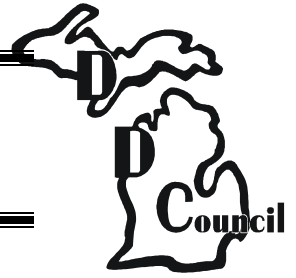


On the Web: This package and all other information, forms and tools needed to develop or review a proposal for a grant from the Michigan DD Council are available from our web site:



WWW.Michigan.gov/DDCouncil

1. RICCs (Regional Interagency Coordinating Committees)



1.A. What Are RICCs?

1.B. 2005 RICC List

1.C. RICC Review for Local Grants

1.C.1. Instructions for the RICC Review Process

1.C.2. RICC Acknowledgment of Notification

1.C.3. RICC Review Form For DD Council Grant
Proposals for local projects



1.A. What Are RICCs?

RICCs are local groups supported by the Michigan Developmental Disabilities Council (DD Council). They serve as local forums about their areas' issues for people with developmental disabilities (DD). They also give the DD Council input on local needs. At least 51% of a RICC's members are people with DD or family members. RICCs have no paid staff.

The Council requires that proposals for **local** projects be submitted to the RICC in the area where the project would operate. (The RICC review requirement does not apply to proposals for state-level projects.) If you can't find the RICC for your area, call the Council office at (517) 334-6123. A few areas do not have RICCs. If your proposed project will not serve any area that has a RICC, the RICC review requirement will be waived.



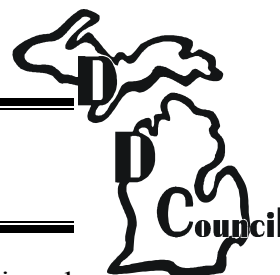
Applicants for local grants must:

- **Notify their RICC** of their intention to submit a grant proposal about two weeks before the proposal deadline. (The exact date is in Section I of the RFP.) This is the only way the RICCs can know that they need to organize a review process. When you notify the RICC of your intent, you need to:

- **Get the signature** of the chair or designee on the "RICC Acknowledgment of Notification" form. (In this package, item 1.C., following the RICC list.)

- **Put the signed form** on top of the proposals submitted to the Council office, so that Council staff can see that you have met this requirement.
- **Get five (5) copies** of the final proposal to the RICC. The due date for doing this is the same as the deadline for getting them to the DD Council.





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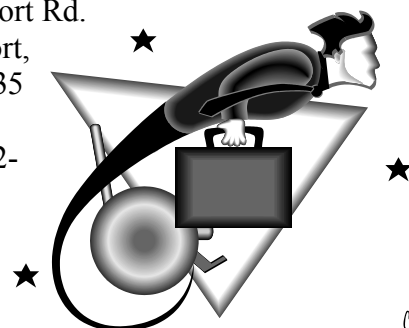
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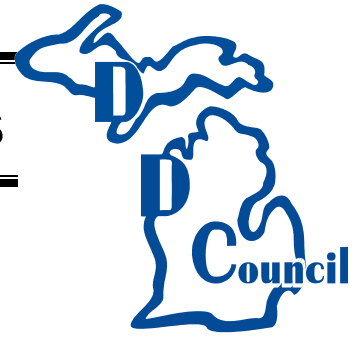
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1.C. RICC Review for Local Grants



1.C.1. Instructions for the RICC Review Process

1.C.2. RICC Acknowledgment of Notification

1.C.3. RICC Review Form For DD Council Grant Proposals for local projects



1.C.1. Instructions for the RICC Review Process

Applicants for grants for local projects, including 2005C.2. *Community Partnerships for Finding Our Way Home*, must provide review copies of their proposal to the Regional Interagency Coordinating Committee on Developmental Disabilities (RICC) in the area where the project would operate. (Proposals for state-level projects, including 2005C.1. *Finding Our Way Home: Statewide*, do **NOT** require RICC review.)

The RICC review process is:

By July 7, 2005

The Applicant must:

- a. Notify the RICC that they intend to submit a proposal;
- b. Provide the RICC contact with a copy of Section 1.C. of *Information and Tools for RFP Package 2005C*. Include **1.C.1.** “Instructions for the RICC Review Process;” **1.C.2.** “RICC Acknowledgment of Notification;” and **1.C.3.** “RICC Review Form;” and
- c. Get the RICC chair’s signature on 1.C.1. “RICC Acknowledgment of Notification;”

The RICC Contact then:

- a. Signs 1.C.2. “RICC Acknowledgment of Notification;” and return it to the applicant; and
- b. Keeps 1.C.3. “RICC Review Form” to use in the RICC’s review of the proposal.

By July 21, 2005

The Applicant must:

- a. Deliver five (5) copies of the grant proposal to the RICC Contact.
- b. Deliver fifteen (15) copies of the proposal to the DD Council office, each with a copy of the signed “RICC Acknowledgment of Notification” attached to the top of it.

The RICC Contact has organized a RICC review process¹ and is ready to distribute copies of the grant proposal to reviewers.

By August 2, 2005:

The RICC Review Team (if they want input on the grant award decision) needs to:

- a. Complete review of the grant proposal;
- b. Fill in 1.C.3. “RICC Review Form” with the results of the review; and
- c. Get the completed Review Form to the DD Council office by the end of the day. Send to Cheryl Trommater, **Fax** (517) 334-7353, **Email** Trommater@Michigan.gov, or **Mail** (if you’re sure it will get there in time) 1033 S. Washington Ave.; Lansing, MI 48912.

Your RICC **CAN** influence the grant award process if we get the RICC Review in time to use it at the state level review group meeting. If you have questions, contact Cheryl Trommater at (517) 334-7023 or Trommater@Michigan.gov or Glenn Ashley at (517) 334-7241 or AshleyGle@Michigan.gov.

¹ RICC Review Process: The RICC may conduct the review in any way that RICC members are willing to support. We appreciate getting the completed “RICC Review Sheet,” but you may add other comments in any format you like. Your review group may decide to submit a single, consensus review sheet, or each member of your review team may submit their own review sheet.

1.C.2. RICC Acknowledgment of Notification

Proposals for new DD Council grant funding for **local** projects, developed in response to a DD Council Request for Proposal (RFP), require review by the local Regional Interagency Coordinating Committee (RICC). RICC contact information is Item 1.B., above, in *Information and Tools* (immediately before this section.)

Instructions are 1.C.1. on the previous page.

Deadlines:

By July 7, 2005, applicant must notify RICC of intent to submit a proposal.

By July 21, 2005, applicant must provide proposals to both the RICC (5 copies) and the DD Council (15 copies.)

By August 2, 2005, the RICC must get its review to the DD Council office, if it wants to have input into the grant award process.

Grant proposals that do **NOT** require RICC notification are those that are:

- **Statewide** in scope (Statewide projects are identified under “RICC Review” in Section I of the RFP); or
- For continuation funding for an existing DD Council grant project.

(Applicant Organization)

has notified the _____ RICC
(RICC name)

Of their intent to submit a proposal in response to the Michigan Developmental Disabilities Council's RFP for:

(Name of specific RFP)

Signed:

(Signature of RICC chair or designee)

(Date)

RICC Contact: Complete this form, sign it and return it to the applicant.

Applicant: Attach a copy of the completed, signed form to the top of each copy of your proposal that you send to the Michigan Developmental Disabilities Council.

This form is required **ONLY for proposals for **LOCAL** projects developed in response to a DD Council RFP.**

1.C.3. RICC Review Form For DD Council Grant Proposals for local projects

Applicant: Provide a copy of this form to the RICC contact as part of 1.C., "RICC Review Process for Local Grants."

RICC Contact: Fill in this form when you have finished RICC review of the grant proposal. Or - **To get an electronic version**, go to www.michigan.gov/ddcouncil, scroll down to "Michigan Developmental Disabilities Council," and click on Grants. RICC Review Form will be listed under the RFP package. Click on it to download the form in Microsoft Word format. You can also download the RFP, for use in your review, in Adobe Acrobat (.pdf) format. When you have completed the form, get it to the Michigan DD Council office by **August 2, 2005**. Contact information is at the bottom of the page.

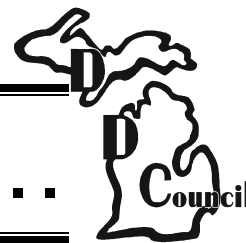
Signature: _____ Date: _____
(RICC Chair or Designee)

Applicant _____ Project Title _____

Reviewers: _____ RFP: _____

Criteria	Ratings				
	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1. The organization has capacity to carry out the plan described by the proposal.					
2. This organization is committed and experienced in supporting self-determination for people with DD.					
3. The organization works well with other area organizations concerned about people with DD.					
4. This proposal plans activities that are needed locally, and does not duplicate existing programs.					
5. The project will enhance existing programs efficiently.					
6. The project addresses a high priority problem in this region.					
7. The organization has access to the identified target group, and their numbers are reasonable.					
8. The proposal offers a clear and practical approach to the problem.					
9. The budget reflects reasonable costs compared to other similar programs in this region.					
If this proposal is funded, how does the RICC plan to interact with the project?					
Comments					

2. About DD Council Grants ...



Understanding why the Michigan Developmental Disabilities Council (DD Council) makes grants and how it administers RFPs, can help you decide whether to respond to a DD Council RFP. It may also improve your chances of writing a winning proposal.

Plan and RFP Process: The DD Council awards grants **only** to carry out strategies in its *Five-Year Strategic Plan*. Its competitive request for proposal (RFP) process is designed to bring in the proposals and select the projects that are most likely to achieve its targeted outcomes.

Values: The DD Council is a systems advocate. Its grants program is one of its tools for changing the way systems support people with developmental disabilities. The Council's objectives are increased support for:

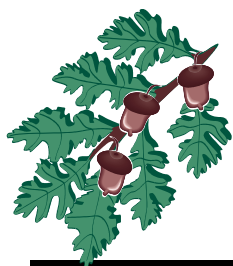
- **Self-determination** and • **Community inclusion and participation** for people with disabilities, including those in minority and culturally distinct populations.

DD Council grants support **only** projects to make these values the reality for people with disabilities and their families. Grant projects must work in accord with these principles and may not operate in segregated "disability-only" settings.

Methods: The Council's methods stress:

- **Collaboration:** Many DD Council projects require collaboration and/or coalition. Individuals, groups or agencies working in isolation rarely accomplish systems change. Collaboration is always an asset to a grant proposal.
- **Consumer Participation:** All DD Council projects must assure participation by people with DD and their families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. Every grant proposal must describe how people with disabilities and their families participated in developing the proposal and specify their role in doing and evaluating it.
- **Outreach and cultural sensitivity.** Every grant proposal must include a plan for outreach to minority populations and plans for assuring cultural competence in doing and evaluating the project.

Outcomes and Sustainability: The Council has a small budget to influence a complex system. Proposals must show how the project would get the desired results and how improvements would be sustained beyond the grant period.



- DD Council projects must evaluate their activities and accomplishments. Proposals must show how the project would achieve the targeted outcomes, and how it would measure and document its achievements.
- Proposals must describe how capacity developed under the grant will continue and how other improvements will be sustained after the end of the grant.

Process for Reviewing Proposals and Awarding Grants: The DD Council

- U **Check ALL** copies of your proposal. Reviewers have difficulty understanding, or recommending, proposals with missing or out-of-order pages.

uses a multi-level review process to select, as objectively as possible, the proposals best suited to supporting its goals. It includes:

- **(Optional) Technical assistance and review of drafts:** DD Council staff is available during regular business hours, as

time allows, to answer questions, discuss project concepts, and review draft materials. To assure a thorough review, (with response in time for you to use any suggestions) get your draft in well ahead of the RFP deadline.

- **Pre-Review Screening.** A proposal goes to the full review process only if it arrives at the Council office **by the RFP deadline**, with:
 - o A complete original proposal, appropriately signed, and 15 complete copies, including:
 - o **All** the elements specified in the instructions and the RFP, with each clearly labeled, and:
 - o In readable type and format, *without* complex bindings that can't be removed one-handed.
- **The Review Group** is made up of volunteers who have a deep commitment to the Council's mission and a broad range of expertise and experience. It will include:
 - o At least one DD Council member and one member of the Council's Program Committee, whenever possible.
 - o At least one person with a disability and a family member, especially those whose lives might be affected by the particular type of project(s).
 - o Representatives of minority and culturally distinct populations.
 - o Subject matter experts (e.g., experts in employment, housing, or community services, depending on the type of project), including service providers, state agency representatives and at least one person with evaluation expertise, whenever possible.
 - o One or more RICC members and representatives of local service agencies for local projects.

“Grant reviewers [surveyed] believed that organizational mission, proposed consumer involvement, and proposed diversity outreach ... are all-important criteria for ... who should receive funding.”

-- Recent report from the *Evaluation of DD Council Activities*.

It is important to remember that there will be reviewers who will **NOT**:

- o Understand professional jargon or the technical language of your particular field;
- o Recognize acronyms, especially those for local agencies in your area;
- o Already know about your organization's history and reputation.

On the other hand, there **WILL** be reviewers who:

- o Are sensitive to being labeled because of their disability;
- o Prefer the use of “People First” language; (“Person with a disability,” not “Disabled person.”)
- o Take exception to language that patronizes or talks down to people with disabilities and their family members.

3. Checklists

For assessing proposals developed in response to a Michigan Developmental Disabilities Council Request for Proposals (RFP)

The following tools are provided for your convenience, to help you cross-check your proposal, to assure that it includes all the needed elements, and, to some extent, to help you assess the completeness of your plans for elements like outreach, cultural competence and sustainability.

- 3.A. Checklist of General Requirements:** Elements needed for ALL responses to DD Council RFPs
- 3.B. Checklist for Reviewing Finding Our Way Home: Statewide**
- 3.C. Checklist for Reviewing Community Partnerships for Finding Our Way Home**
- 3.D. Sustainability Checklist:** Indicators of Readiness and Ability to Promote Sustainable Systems Change



**Checklists are provided for
YOUR convenience.
Do not include them with
proposals.**

3.A. Checklist of Requirements for All RFPs

Proposal Cover Sheet is completed, including:

- ☐ Complete contact information (address, phone, fax, email);
- ☐ Authorizing signature, with the top copy in original colored (not black) ink;
- ☐ Brief summary of the project under “Project Title and Summary.”
- ☐ Budget figures at the bottom for the first year of the proposed project.

Summary of Assurances, including description of:

- ☐ How people with DD and family members, including minorities, participated in developing the proposal;
- ☐ How they will participate in carrying out and evaluating the project and where plans are in the proposed workplan;
- ☐ Minority outreach and cultural sensitivity in development, execution and evaluation;
- ☐ How the proposed project will evaluate its activities and accomplishments, including where to find it in the proposal;
- ☐ Plans for assuring that project outcomes are sustained beyond the grant period;
- ☐ How information and products will be disseminated.

Narrative Summary, including summary information about:

- ☐ Problems to be addressed;
- ☐ Activities: What the proposed project would do;
- ☐ Organizational capacity of the applicant agency and other participating organizations;
- ☐ How the proposed activities will lead to the targeted outcomes specified in the RFP;
- ☐ Where and how data will be collected, analyzed, reported and used to improve the project
- ☐ What the proposed project will do to assure sustainability; and
- ☐ Dissemination summary for the Council’s use in announcing awards.

Target groups: Description and **NUMBERS** of people the project expects to serve, train, educate, influence- may include:

- ☐ Number of people with DD by the level of supports needed;
- ☐ Number of people with DD by other relevant characteristics;
- ☐ Other target groups by their role for people with DD and by the characteristics that matter in the project’s context.
- ☐ All target groups by race.

Outreach Strategies: Description of the proposed project’s plans to assure diverse participation by:

- ☐ Members of minorities and culturally distinct populations;
- ☐ People with all categories of developmental disabilities;
- ☐ People who need all levels of support, with emphasis on those with high and very high support needs.

☐ **Workplan and Schedule** forms, including one table for each quarter of Year One of the project.

Budget Forms for Year 1 of the project, including:

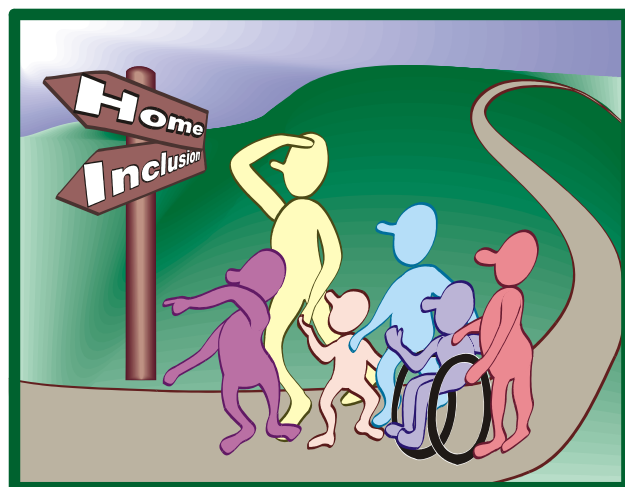
- ☐ Program Budget Summary, and
- ☐ Program Budget-Cost Detail.
- ☐ **Review Criteria:** The completed proposal has been checked against them. (Sec. II of the RFP.)

3.B. Checklist for Reviewing *Finding Our Way Home: Statewide*

- ☐ Proposal has plans to develop an electronic housing resource manual for consumers and their allies that includes information about:
 - ☐ Programs that help people with and without disabilities to get both home ownership and rental, including home sharing, financing options, and funding supports.
 - ☐ Community-based supports and services needed by people with disabilities.
 - ☐ Use of the Service Point System and the Housing Locator System.
 - ☐ What people with disabilities need to do to find the affordable housing they want and need.
- ☐ The plans include a mechanism for keeping the manual updated after the end of the grant.
- ☐ Project will work with housing programs across Michigan to:
 - ☐ Raise their awareness of resources beyond their own programs;
 - ☐ Show how they can work together to increase people with disabilities' access to the housing of their choice;
 - ☐ Inform them about the importance of personal supports and services for people with disabilities;
 - ☐ Familiarize them with the Service Point System and the Housing Locator System;
 - ☐ Help them publicize the Housing Locator System and encourage landlords to enter vacancies in it.
- ☐ Plans include helping communities improve their planning processes by:
 - ☐ Facilitating their development of housing plans for area residents with disabilities;
 - ☐ Helping them understand and link with the resources needed, including personal support services;
 - ☐ Helping them incorporate housing plans for people with disabilities into generic processes;
 - ☐ Coordinating with Consolidated Plan processes, local continuum of care coordinating bodies, and agencies that provide personal supports and services;
 - ☐ Facilitating their participation in Service Point and Housing Locator Systems.
- ☐ Proposal shows how they would develop (or find and adapt) training and TA resources; provide support and training; help create centers of housing expertise; and develop knowledge and skills in:
 - ☐ Housing development processes;
 - ☐ Accessing housing resources; and
 - ☐ Mentoring people with disabilities and their allies through the processes of a. getting and paying for the housing of their choice and making the connections to get and keep needed supports.

3.C. Checklist for *Community Partnerships for Finding Our Way Home*

- ☐ Project will create a community center of expertise in housing development for people with DD.
- ☐ Project will support a community housing development specialist who will:
 - ☐ Help self-advocates navigate the local process for securing the home of their choice, and
 - ☐ Link them with the resources needed, including needed personal supports and services;
 - ☐ Facilitate participation in the community's housing planning and development process.
- ☐ Project will help the community adapt their housing systems to meet the needs of people with DD, by:
 - ☐ Raising their awareness of existing resources and of ways to work together;
 - ☐ Increasing the number of available, affordable, accessible housing units in the community;
 - ☐ Helping them incorporate plans for people with disabilities into generic planning and development;
 - ☐ Coordinating these activities with Consolidated Plan and continuum of care planning body;
 - ☐ Using and publicizing Service Point and Housing Locator Systems supporting use of the systems;
 - ☐ Raising the awareness of people with disabilities and their allies about how person centered planning and self-determination can provide real choice about where and with whom people live.
- ☐ Project will install Service Point at its office and the offices of two or more other organizations.
- ☐ The project's housing development specialist will get training, technical assistance and support from the statewide *Finding Our Way Home* project and local sources.



3.D. Sustainability Checklist:

Indicators of Readiness and Ability to Promote Sustainable Systems Change



Does the organization sponsoring the proposed project have:

1. Strong Organizational Commitment to Systems Change as indicated by:

- A. A collective desire to be a champion team. ☐
- B. A “*Yes I can*” attitude. ☐
- C. Strong leadership commitment to the efforts needed for the proposed project to succeed. ☐
- D. Leadership’s willingness to take risks and support innovative programming. ☐
- E. Organizational mission and focus compatible with the Council’s intended outcomes for the project. ☐

2. Consumer-Driven Focus as indicated by:

- A. Program flexibility that allows consumers’ needs and preferences to direct service provision. ☐
- B. Long-term organizational commitment to self-determination for people with disabilities. ☐
- C. Significant use of consumer input in developing plans and in operating and evaluating programs. ☐

3. Effective Use of External Resources as indicated by routinely:

- A. Making positive use of factors like state funding or shifts in the job market. ☐
- B. Building on prior relationships with other organizations to implement system change projects. ☐

4. Ability to Build on Existing Resources as indicated by:

- A. The organization and its staff have experience with innovative programming and systems change. ☐
- B. A history of making creative use of available resources in the community. ☐



Do the planned activities of the proposed project include:

1. Actively Spreading the Word about Project Successes as indicated by plans for promoting:

- A. Citizen, policymaker, and leader awareness of the project’s successes. ☐
- B. Stakeholder buy-in to systems change, service innovation and other targeted outcomes. ☐

2. Commitment to Tenacity in Pursuit of Change and Success as indicated by plans for:

- A. Eliminating and/or circumventing barriers to the project’s objectives. ☐
- B. Evaluation that will provide ongoing information about their progress toward their goals. ☐

3. Moving the Sponsoring Organization Towards Recognition as an Expert in Innovation by:

- A. Developing expertise over time via projects and activities that build on one another, promoting a growing sense of competence and recognition within the organization and in the community. ☐
- B. Informing decision makers and community members of the organization’s efforts and successes. ☐

Continued on next page . . .

3.D. Sustainability Checklist, continued



Do the planned activities of the proposed project include:

4. Promoting new philosophies and practices in the community, indicated by plans for:

- A. Formal and informal education campaigns to foster change in the community. ☐
- B. Promoting change in the policies and practices of community agencies. ☐
- C. Targeting the project to motivated consumers who *want* to pursue changes in their lives. ☐
- D. Using a holistic approach, recognizing that the project addresses only one part of participants' lives, and integrating project efforts with other important services in the community. ☐
- E. Establishing the project as a resource rather than as an ongoing service provider, and providing training for the community service system on how to provide the innovative services. ☐

5. Creative Development of Long-Term Funding by plans for:

- A. Identifying alternate sources of funding. ☐
- B. Applying for foundation grants and seeking community dollars. ☐
- C. Redirecting organizational funds for flexibility and to facilitate long-term funding. ☐
- D. Embedding project efforts into another, already existing line-item service. ☐
- E. Collaborating with other community organizations in long-term project funding ☐

6. Incorporating a Strong Consumer-Driven Effort by plans for:

- A. Significant consumer involvement in planning and decision-making and in project operations. ☐
- B. Mobilizing consumers at a grassroots level to direct change. ☐
- C. Evaluation that engages consumers in assessing the project's progress, products and achievements, and in developing ways to use evaluation information to improve the project. ☐

7. Creating Effective Collaborative Relationships with key Stakeholders/Agencies by:

- A. Creating partnerships with needed stakeholders. ☐
- B. Outsourcing service delivery to others who can easily integrate and sustain long-term efforts. ☐
- C. Sharing resources and costs of service provision with other key community agencies. ☐
- D. Recognizing and respecting partners' roles in the process. ☐

8. Making it Easy for Consumers and Staff to Promote Sustainability by plans for:

- A. Recognizing and respecting partners' roles in the process ☐
- B. Taking time to foster shifts in community attitudes through formal and informal education. ☐
- C. Building the necessary support network by enhancing and building upon existing resources. ☐
- D. Actively spreading the word about project successes. ☐

4. Vendor Registration with the State of Michigan.

You need to be registered as a vendor with the State of Michigan before you can:

- Receive payment from the State of Michigan.
- Do business with the State.

This applies to individuals, businesses, units of government, municipalities, schools, colleges and universities. Contractors and vendors can register to sell goods and services to the State.

The DD Council cannot issue a grant award to an organization unless it is registered.

Note: The registration Web site uses 128-bit encryption for your protection. The site is best viewed using **Microsoft Internet Explorer 5** or higher or **Netscape 4.78** or higher, and the browser must be set to use the U.S. (not the International) security encryption. Your browser needs to be enabled to accept session cookies, and the site recommends a Javascript capable browser with Javascript enabled.

If you can't get the Web site to work for you, use the email, telephone or fax information below to request registration forms.

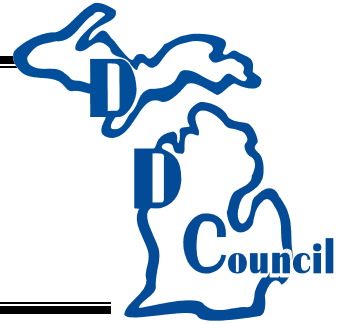
The state provides several ways you can register:

- You can register on the Internet at <http://www.cpexpress.state.mi.us/>.
- Email your request to DMB-vendor@Michigan.gov, or
- Telephone to (888) 734-9749 [toll-free] or (517) 373-4111 [local in Lansing], or
- Fax to (517) 373-6458.



Registering ahead of time will speed up the grant process and reduce the delay between receiving an award letter and receiving grant funds.

5. Information Specific to *Finding Our Way Home*

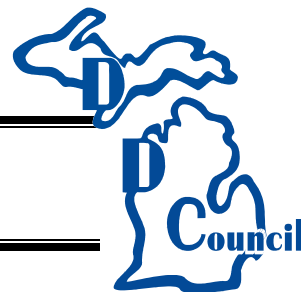


5.A. Housing Workgroup

5.B. Web Resources for “Finding Our Way Home”

5.C. Glossary of Terms





5.A. Housing Workgroup

Long-term Outcome Targeted:

Michigan citizens with disabilities and members of other vulnerable populations live in the accessible, affordable, safe housing of their choice and get the services and supports they need to participate and contribute in inclusive communities.

Charge to the Workgroup:

Purpose: To assist the Michigan Developmental Disabilities Council (DD Council) in:

- Developing its policy on housing;
- Developing its housing advocacy agenda and strategy; and
- Educating legislators and policymakers regarding the housing needs of people with disabilities and other vulnerable populations;
- Assuring that critical stakeholders are informed about housing, supports and resources for people with disabilities and other vulnerable populations; and
- Educating and informing people with disabilities and their allies about housing options and resources and how they interact.

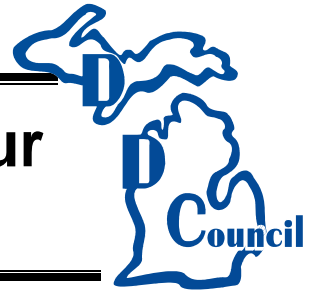
Activities

- **To develop housing policy.** The workgroup will:
 - Identify the housing issues most appropriate for DD Council advocacy; and
 - Develop 2 – 4 position papers to guide the Council’s policy, advocacy and program;
- **To develop DD Council housing advocacy agenda and strategy.** Building on the policy work specified above, the workgroup will:
 - Explore opportunities to expand access to housing and to housing supports and services for people with developmental disabilities and other vulnerable populations; and
 - Develop a housing advocacy agenda and strategy to recommend to the Council.

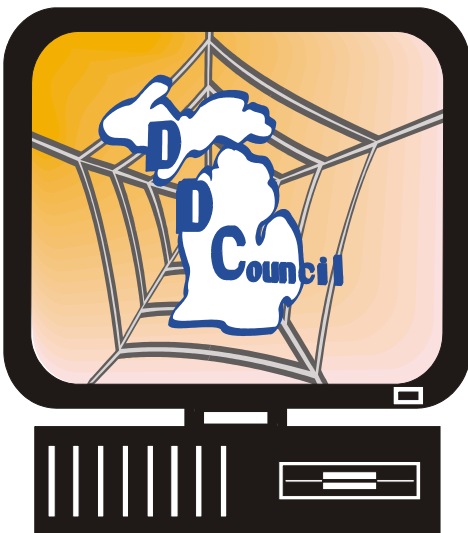


- **To seek out other viewpoints, information and breaking events** related to housing in order to educate and inform people with disabilities and their allies about housing options and resources; and to:
- **Educate legislators and other policymakers.** Drawing information and guidance from the activities named above, the workgroup will communicate with legislators and other policymakers regarding housing and support issues for people with disabilities and other vulnerable populations.

5.B. Web Resources for “Finding Our Way Home”



- ♦ **Contact list for local Continuum of Care bodies** (from MSHDA):
http://www.michigan.gov/documents/mshda_continuum_of_care_contact_list_81043_7.xls
- ♦ **Homeless Management Information Systems (HMIS) Implementation Guide** (from US Department of Housing and Urban Development [HUD]):
<http://www.hud.gov/offices/cpd/homeless/hmis/implementation/implementation.cfm>
- ♦ **Michigan Statewide Homeless Management Information System (MSHMIS):**
http://www.mihomeless.org/hmisarchives/MSHMIS_FAQ_6_02_03.doc



5.C. Glossary of Terms



Adult Foster Care (AFC) homes (in Michigan) are residential settings that provide 24-hour personal care, protection, and supervision for people with developmental disabilities, mental illness, or physical disabilities, or senior citizens who are considered unable to live alone, but who do not need continuous nursing care. New AFC homes, licensed after the current licensing law became effective, are currently restricted to providing care to no more than 20 adults.

“Adult foster care congregate facility” means an adult foster care facility with the approved capacity to receive more than 20 adults to be provided with foster care. Congregate facilities continue to exist in some parts of the state, where their licenses were “grandfathered in” because they operated under previous licensing law.

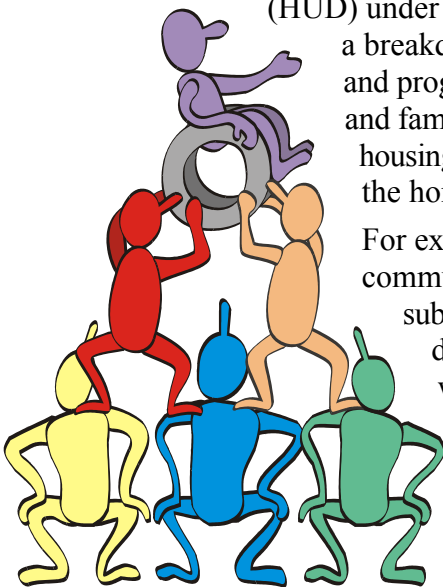
Consolidated Plan. A long-term (five-years) housing and community development plan that directs the local entity's use of federal community planning and development funds from the U. S. Department of Housing and Urban Development. The Consolidated Plan includes a Needs Analysis, a Strategic Plan, and Annual Action Plans. According to HUD, the Consolidated Plan creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context. It also allows local governments, community organizations and citizens to address the larger picture in which these programs operate. In this way, it offers the State a better chance to shape the various programs into effective coordinated strategies. The Consolidated Plan covers the following formula grant programs:

- ◆ Community Development Block Grant (CDBG) program [24 CFR 570];
- ◆ Emergency Shelter Grants (ESG) program [24 CFR 576];
- ◆ HOME Investment Partnerships program [24 CFR 92]; and
- ◆ Housing Opportunities for Persons with Aids (HOPWA) program [24 CFR 574].

Applications for several other HUD programs [see 24 CFR 91.2b] require a certification that the application is consistent with a HUD-approved Consolidated Plan.

Continuum of Care. Programs funded by the US Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act approach homelessness as a breakdown in both the housing and social service systems. Through its funding and programs, HUD seeks to address the multi-level needs that homeless individuals and families often have. Local areas are asked to identify organizations that provide housing assistance and social services and coordinate their activities so as to provide the homeless population with the network of programs often needed.

For example, to be eligible to receive Emergency Shelter Grants (ESG) funds, a community must develop a broad-based Continuum of Care planning body and submit an annual Continuum of Care Plan. The Continuum of Care group makes decisions on how various governmental program funds should be allocated within its jurisdiction (usually but not always a single county). The Michigan State Housing Development Authority (MSHDA) projected in 2002 that 95% of the State's counties would be involved in Continuum of Care planning.



A Continuum of Care Plan includes:

- A description of the planning structure;
- An assessment of the emergency shelter and housing needs of the area's homeless population;
- An inventory of the existing resources available to serve them;
- An identification of gaps in housing and service delivery;
- A 12-18 month action plan;
- A description of endeavors to integrate mainstream resources, and
- An identification of the strategy for distribution of ESG funds to local agencies.

Each agency recommended by the Continuum for funding must submit its own Program Application directly to MSHDA.

Housing Locator System. The Housing Locator System will be a web based database system like the one at: <http://www.housingconnections.org/>. At its web site, Housing Connections is described as *“a web-based community service that is intended to better connect providers of housing and housing services to renters who are looking for these types of housing opportunities. Our goal is to provide access to up-to-date housing information with user-friendly tools. These tools are customized for each of our user groups: renters, landlords and property managers, and housing agency staff that help people find and keep housing.”*

In Michigan, organizers hope to make it available at no cost to landlords/ housing providers, to list their vacant units. There is some chance that the Housing Locator System may not be available right away, but grantees will be notified when it is on line.¹

Person-Centered Planning (PCP). Person centered planning is a highly individualized process designed to respond to the expressed needs and desires of the individual. Various approaches may be used, but person centered planning is distinguished by the fact the individual directs the planning process with a focus on what he or she wants and needs. Development of the plan of service is based upon the expressed needs and desires of the individual. The process encourages strengthening and developing natural supports by inviting family, friends and allies to participate. For the meeting, the individual chooses dreams, goals, desires and any topics he or she wants to discuss, and topics that will not be discussed; who to invite; where and when the meeting is held; who facilitates; and who records. The process is intended to develop the appropriate mix of paid and non-paid services and supports to help the individual realize and achieve his or her personally defined goals and aspirations.²

Self-Determination. Self-determination incorporates a set of concepts and values that emphasize participation and the achievement of personal control for individuals served. These concepts and values stem from a core belief that people who need supports and services must have freedom not only to define the life they seek, but to be supported to direct the assistance they require in pursuit of that life. Persons who need supports and services must have access to meaningful options from which to make choices, and be supported to control the course of their lives.³

¹ Thanks to Sue Eby at Michigan Department of Community Health for information about this important resource.

² Person Centered Planning Practice Guideline: http://www.michigan.gov/documents/PCPgud02_83966_7.pdf

³ Self-Determination Practice Guideline: http://www.michigan.gov/mdch/0,1607,7-132-2941_4868---,00.html

Service Point System. Database software currently used by MSHDA and agencies serving the homeless to provide, among other things, state level data on homelessness. The program also has many other features. Its service resource directory provides a useful information and referral tool that will become more useful as additional providers start using it. The system can also share support plans if there are appropriate privacy agreements in place. Most communities will be participating at some level by the end of next year.¹

Institutional bias. In the context of housing and services for people with disabilities, institutional bias refers to policy and practices that result in people living, voluntarily or involuntarily, in institutions. The definition of “institution” varies. One commonly accepted meaning, from the US Centers for Medicare and Medicaid Services, is “*an establishment that furnishes (in single or multiple facilities) food, shelter, and some treatment or services to four or more persons unrelated to the proprietor ...*” Institutional bias becomes an issue because of the unnecessary segregation that occurs when an older person or a person with disabilities must live in a particular type of setting (an “institution”) in order to get essential services, especially when service needs and requirements could be met in a less restrictive, more appropriate setting.²

According to a recent report from the U.S. Department of Health and Human Services (HHS), “institutional bias” can be traced to the way Medicaid was originally structured, nearly 40 years ago, when there was little besides institutions. “Today, despite the possibility of community alternatives, approximately 73 percent of Medicaid long-term care funding goes to pay for institutional care, while only 27 percent is directed toward home and community-based services,” noted the report, *Delivering on the Promise: Preliminary Report of Federal Agencies’ Actions to Eliminate Barriers and Promote Community Integration*³.

It must be noted, however, that the Medicaid law STILL requires state Medicaid programs to provide institutional services to all eligible individuals as a mandatory benefit, and PERMITS (but does NOT require) states to make services available in the community as an optional benefit. This is called Medicaid’s institutional bias.

¹ Again, thanks to Sue Eby at Michigan Department of Community Health for information about this important resource.

² National Mental Health Consumers’ Self-Help Clearing House, *The Key*, Winter ’02: “Consumers Key to Olmstead Planning, Implementation” by Susan Rogers.

³ See <http://www.hhs.gov/newfreedom/final/>.